

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**  
**September 27, 2018**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Melanie Maczka, Linda Mamrosh, Mary Johnson, Mary Derginer, Debi Lundberg, Megan Borchardt, Tom Smith, Sam Warpinski

**EXCUSED:** Arlie Duxtater

**ABSENT:** Amy Payne

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Allyson Crass, Jeremy Slusarek

The meeting was called to order by Chairperson, Epstein at 8:34 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF August 23, 2018:**

Ms. Lundberg/Supervisor Borchardt moved to approve the minutes of August 23, 2018 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF FINANCE REPORT – August 2018:**

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of August.

Ms. Bartlett/Ms. Derginer moved to approve the Finance Report – August 2018. **MOTION CARRIED.**

**REVIEW OF RESTRICTED DONATIONS:**

No restricted donations received in the month of September.

**ADJUSTMENTS TO THE FINAL BUDGET: COUNTY EXECUTIVE BUDGET AND ADRC BUDGET:**

Ms. Bowers explained that there were no changes to the ADRC from the County Executive. Ms. Bowers pointed out that the ADRC did receive an adjusted Levy amount for 2019 related to previous year's expenses.

Ms. Finder-Stone/Mr. Johnson moved to approve the final 2019 ADRC Budget. **MOTION CARRIED.**

**STAFF REPORT: ADRC PROGRAM COORDINATION: JEREMY SLUSAREK**

Mr. Slusarek explained that for him, 2018 was a year of change. Mr. Slusarek reviewed the goals for programming in 2018 including increasing building exposure, developing the Grounded Café, supporting rural dining site reorganizations, and evaluating current programming at the downtown location. Mr. Slusarek reviewed the changes to congregate dining in Denmark and Pulaski. Mr. Slusarek then shared that one big change this year was the discontinuation of BINGO programming at the ADRC. "From Above Bakery" on Green Bay's West side will be the new site for this group beginning

in October 2018. Mr. Slusarek was happy to report that really positive change has happened this year in the Grounded Café. With the hiring of new Café Leaders, there have been many food options added to the menu, they are doing much more outreach and marketing in the community and there is an additional focus on training of the volunteers as well. Mr. Slusarek thanked the ADRC Board of Directors for their support in 2018 and patronage to the Grounded Café and then introduced Chanda Foley to update the board in more detail. Ms. Foley was hired as a Grounded Café Lead in June 2018 and she has a pastry chef background. Ms. Foley explained that the Grounded Catering service is growing quickly. She shared some of the groups and businesses that have been placing catering orders including; Green Bay Public Schools, Schreiber Cheese and the Green Bay Mayor's office. Ms. Foley also shared that 80% of the pre-made bakery has been phased out and is now being baked fresh in-house. Teaching the volunteer trainees how to bake has also provided additional skills that can be added to their resume when looking for employment. Ms. Foley shared success stories from the café including adding new programming such as "Miss Amazing", and "Open Mike Night" Karaoke. Ms. Foley shared that there has also been live music on Saturdays that the public has enjoyed and has been successful in bringing customers in. Ms. Foley also shared that the café is now meeting or exceeding sales goals consistently and they have noticed that there are now "regulars" coming to Grounded Café for their coffee and breakfast or lunch.

## **DIRECTORS REPORT:**

### **A. LOAN CLOSET UPDATE:**

Ms. Christianson shared the history of the loan closet and referred to the handout that shows types of items that are loaned out and the revenue that is brought in for the donations that are collected for the Loan Closet. She also pointed out that this revenue helps but does not cover the cost of maintenance and cleaning of the items or administration of the program. Ms. Christianson shared that the loan closet brings in a high number of people to the ADRC and there is still a need for this service in the community. However, the inventory has become extremely large with over 5000 items that are on record, either loaned to customers or in inventory at the ADRC. A community loan closet may be a solution, but other agencies will need to participate. There is also concern that if the loan closet is not at the ADRC a very large number of people would no longer be walking through the ADRC's doors and may be aware of the additional resources that could potentially be provided to them. Ms. Christianson shared the partnership with the Lion's Club has been very important as well. Ms. Christianson also shared that the remodel of the 2<sup>nd</sup> half of the building is on hold until a decision about the future of the loan closet is decided. Many additional ideas were discussed and additional conversation ensued.

Mr. Epstein requested that a task force/committee be created to review all of the options in order to make the best decision for the public and the agency. It was explained that there has been a community loan closet committee started and there is an internal ADRC loan closet committee that meets regularly. Bringing these together in the future may be a great option as decisions need to be made.

### **B. POSITION CHANGES & TABLE OF ORGANIZATION:**

Ms. Christianson referred to the Resource Specialist Vacancy Planning handout. She explained that 50% of this position was conducting and coordinating outreach presentations in the community. Ms. Christianson shared that the outreach duties of the vacated Resource Specialist position duplicate the duties of the newly created, approved Outreach Specialist position and therefore the outreach duties portion of the Resource Specialist position will shift to the Outreach Specialist when the position is filled. The other 50% of the Resource Specialist's time was spent updating the resource directory adding the lion's share of resources in the 211 database. This position also is responsible for updating resources for the agency to share with customers. Now that this position is vacant, Ms. Christianson is proposing to delete the Resource Specialist Position and create a Resource Assistant position at 30 hours per week reporting to the Information and Assistance Coordinator. This position will update the 211 database, add and ensure agency resources are up to date and correctly branded and will also provide expertise with cases on hard to find resources with Information and Assistant colleagues.

Ms. Christianson shared that succession planning in the accounting department is an important focus. Ms. Christianson plans that with the savings from Resource Assistant position (from 40 to 30 hours) the ADRC will add

another Office Assistant and leave the Switchboard/Reception vacant, the ADRC would then be able to shift 30 hours of one office assistant for accounting duties with 10 hours a week still supporting prevention.

Ms. Finder-Stone/Ms. Lundberg moved to delete the Resource Specialist position from the table of organization. **MOTION CARRIED.**

Ms. Lundberg/Mr. Smith moved to add the Resource Assistant position to the table of organization reporting to I&A Coordinator. **MOTION CARRIED.**

Ms. Derginer/Mr. Smith moved to approve the Community Outreach Specialist position as a 40 hour/week position at \$25.24 an hour - grade 12 as recommended by Brown County HR. **MOTION CARRIED.**

**C. PULASKI MEAL SITE CLOSURE:**

Ms. Christianson shared that a requirement from GWAAR is to submit intent to close congregate dining at the Pulaski Meal Site on January 1, 2019.

Mr. Johnson/Ms. Lundberg moved to approve the Pulaski Congregate Meal Site Closure as of 1/1/2019. **MOTION CARRIED.**

**D. PUBLIC HEARING FEEDBACK:**

Ms. Christianson shared that 2 from the public attended the public hearing. Ms. Christianson has written the responses to feedback from the hearing and submitted to GWAAR. Ms. Christianson explained that feedback from the hearing validates the goals that are included in the next 3 Year Aging Plan.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

Ms. Zander from GWAAR will be at the ADRC on October 2, 2018 for advocacy training and discuss advocacy. The Board is invited to join in the discussion.

Ms. Hallam-Nelson shared a pilot initiative to fill transportation gaps for the aging population and for those with disabilities. They would be able to purchase vouchers for 50% of face value that would be accepted for payment by private transportation companies that wish to participate. This would assist people in rural communities and provide more transportation options on nights and on weekends.

Ms. Willems asked that the Nominations & Committee meet at 8:00 AM on 10/25/18 before the October full Board meeting.

**NEXT MEETING** – October 25, 2018 is the next ADRC Board of Directors Meeting.

**ADJOURN:**

Mr. Johnson/Mr. Smith moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:35 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Services Coordinator